

# TCGC Policy and Procedures



## FORWARD

*THE POLICIES & PROCEDURES OUTLINED IN THIS DOCUMENT REFLECT THE MOST CURRENT PRACTICES OF THE TEXAS COLOR GUARD CIRCUIT. THE EXECUTIVE BOARD AND CONTEST ADMINISTRATION WILL EXERCISE DISCRETION WHEN IMPLEMENTING THESE POLICIES, AS EVERY SITUATION IS DIFFERENT.*

## SECTION 1: STAFF POSITIONS

- A. Color Guard Judge's Coordinator (CGJC) duties are as follows: The CGJC will oversee and manage all logistical aspects of the color guard division of the Texas Color Guard Judges Association. This includes sending informational newsletters, recruiting new membership, organizing educational workshops, assigning adjudicators for contests and making necessary travel and hotel arrangements for color guard adjudicators. The CGJC will be in weekly communication with the Circuit Administrator and Color Guard Vice President. The CGJC will be paid an annual stipend. The position of CGJC will be identified by the VP of Adjudication and approved by the TCGC membership at the Spring Meeting. This person will serve a two-year term. If the position becomes vacant, the VP of Adjudication will make a recommendation and seek the approval of the Executive Board, whose decision is final.
- B. Percussion Judge's Coordinator (PJC) duties are as follows: The PJC will oversee and manage all logistical aspects of the percussion division of the Texas Color Guard Judges Association. This includes sending informational newsletters, recruiting new membership, organizing educational workshops, assigning adjudicators for contests and making necessary travel and hotel arrangements for percussion adjudicators. The PJC will be in weekly communication with the Circuit Administrator and the Percussion Vice President. The PJC will be paid an annual stipend. The position of PJC will be identified by the VP of Adjudication and approved by the TCGC membership at the Spring Meeting. This person will serve a two-year term. If the position becomes vacant, the VP of Adjudication will make a recommendation and seek the approval of the Executive Board, whose decision is final.
- C. Circuit Administrator duties are as follows: The Circuit Administrator will be responsible for the Circuit Membership through the Executive Board and shall

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be governed by the rules and regulations of the circuit as defined by the TCGC By-Laws, Policy & Procedures, and the WGI Contest Manual. They will be responsible for hiring and management of necessary support staff, management of the TCGC website and oversight of all contest functions. The Circuit Administrator will be paid an annual salary. The Circuit Administrator is required to attend all TCGC Meetings and events. This staff member will be determined by the Executive Board.

- D. Contest Director duties are as follows: The Contest Director will handle all details and phases of running contests sanctioned by the Circuit. The Contest Director will be responsible for all TCGC owned items (floor tarps, sound systems, tabulation equipment, adjudication materials, equipment trailers, etc.) necessary to execute a contest. The Contest Director will be paid a daily rate of \$450.00. These positions will be hired by the Executive Board.

## SECTION 2: JUDGES ASSOCIATION

- A. The Texas Color Guard Judging Association (TCGCJA) operates as a part of the circuit and will be fully bona fide by WGI.
- B. Anyone judging any TCGC show must hold credentials with TCGCJA, WGI, or a judge's association which is currently bona fide by WGI.
- C. The Judges Advisory board will consist of the Chief Judge, Judges Coordinators and the VP of Adjudication. These positions will serve a two year term and will be appointed by the Executive Board. If the position becomes vacant, the VP of Adjudication will make a recommendation and seek the approval of the Executive Board, whose decision is final.
- D. The positions of Director of Education and Chief Judge will be identified by the VP adjudication and approved by the local TCGC judges, that pay annual dues, and make the judges association. Once candidates have been selected, the named persons will be approved by the Executive Board. These persons will serve a two year term and will be reviewed annually by the Executive Board with input from the Task Force. If the positions become vacant, the VP of Adjudication will make a recommendation and seek the approval of the Executive Board, whose decision is final.
- E. The Director of Education will be responsible for the training of all judges. They will set the curriculum, organize training, keep all records pertaining to training, and will report to the Color Guard and Percussion Judges Coordinators.
- F. The Chief Judge will assist the coordinators and education director if needed and will be the point of contact for judging issues.

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- G. Each season the TCGC Executive Board in conjunction with the TCGCJA Board will determine an appropriate pay scale for the TCGCJA.
- H. Instructors may judge in the division in which they have an affiliation except at any contest where the affiliated unit is in competition. They must join the judges association, take all required training, and complete the workbook in the appropriate caption.

## SECTION 3: CONTEST OFFICIALS & STAFF

- A. Color Guard Judges will be compensated at a rate of \$350 or \$7 per unit whichever is greater. Individuals assigned as Chief Judge for a color guard contest are to be paid an additional stipend of \$75 for the contest day.
- B. Percussion Judges will be compensated at a rate of \$350 per day.
- C. Travel to a Contest:
  - a. Driving: Judges travel will be reimbursed at the current IRS rate for those judges driving over 50 miles one way, up to a maximum of \$200. Mileage will be calculated from residence address to address of contest by Judges Coordinator or Contest Administrator. If judges travel in a vehicle together, only one travel fee will be paid to the driver of the vehicle.
  - b. Flying: The judge's coordinator may request that a judge fly to a contest if airfare can be purchased for a lower price than the amount of mileage reimbursement.
  - c. Meals: Meals will be provided for judges while at the show site only. Judges are responsible for airport parking, taxis and meals while in transit.
- D. Timing and Penalties judges will be paid \$250 for a color guard contest and an additional \$50 if contest includes percussion. Mileage will be reimbursed at the current IRS rate for those judges traveling over 50 miles one way, up to a maximum of \$200.
- E. All support staff will be paid a daily rate decided by the Executive Board and Circuit Administrator. This includes, but is not limited to, Announcer/Sound Operator, Tabulators and Merchandise.
- F. TCGC staff working at a WGI sanctioned event are viewed by the circuit as independent contractors and the circuit is not responsible for scheduling, negotiation of pay, payment, or responsibilities/duties. It is the responsibility of the staff member to deal directly with the event sponsor and WGI. Use of TCGC assets or supplies must be approved in writing by both the TCGC board and the WGI event sponsor and fees negotiated accordingly.

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## SECTION 4: CONTEST HOSTS

- A. Any unit that has held Circuit membership for one full year may apply to host a contest.
  1. Applications are submitted to the Executive Board prior to the fall meeting.
  2. Show sites will be visited, approved, discussed, and decided by the Contest Staff and Circuit Administrator.
  3. All contest host applicants must have a representative present at the fall meeting to be awarded a show.
- B. Contest Host Fees are as follows:
  1. \$1000 for TCGC Friday shows, with \$600 due upon application.
  2. \$2,500 for TCGC Saturday shows, with \$600 due upon application.
    - i. \$3,000 for both days, with \$600 due upon application.
  3. Application fees will be returned if an applicant is not awarded a show.
- C. The price of admission is set by TCGC.
  1. TCGC will provide wristbands to the show host to use for spectator admission.
  2. The show host will pay TCGC \$1 per ticket sold at the end of the contest and return all unused wristbands.
  3. If you are selected to host an East/West Championship event, you will pay TCGC \$5 for each wristband sold.
- D. Sponsors must provide:
  1. a performance area measuring 60 x 90 feet plus 5ft. in front/back
  2. a timed warm-up area 50 x 70 feet
  3. an area appropriate in size for body warm up, an area appropriate in size for a general warm up,
  4. access to facilities at least 2 hours before the event
  5. two small meeting rooms
  6. four tables and six chairs
  7. necessary workers for the Contest Directors
  8. meals for judges and staff members
  9. transportation to/from hotel/airport for judges and staff members that travel by air.
- E. Sponsors must guarantee (principal signature) that there will be no other conflicting events scheduled in the facility during the TCGC Event.
- F. In order to be awarded the contest, all sponsors and their venues must fit these guidelines.

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- G. Only those prospective show hosts that can meet all of the previously listed criteria will be eligible for the first round of show bids.
  - 1. Once contest dates have been awarded to those groups, prospective show hosts that have one or more deficiencies will then be allowed to bid for dates.
  - 2. Any show host that does not meet first round criteria must be noted on the TCGC show selection form to alert the membership of any issues prior to them selecting that show.
- H. Any show host that changes a contest site without TCGC Contest Director approval, in such a way as to no longer qualify to host a TCGC show, will not be allowed to bid for a contest the following year.
- I. No representative from the Executive Board who has a unit that is bidding to host a contest may be involved in the site walk-through or allocation of rating the hosting criteria. In the event that additional help is needed due to this, members of the Task Force can assist in securing necessary bid information.
- J. TCGC Independent member units who are traveling to WGI World Championships should be allowed to have a souvenir table at any event.
  - 1. The show host may require a refundable deposit to reserve the space.
  - 2. The unit will not be allowed to sell event related merchandise.

## TCGC SHOW SITE GUIDELINES

- Competition area at least 70' x 100' in size. The 70' must be from the bottom row of spectator seating across to the bottom row of back stands. There must be a safety zone of at least five (5) feet around the minimum size 60'x90' competition area at all times.
- For Percussion: TCGC will expand the "Competition Area" whenever possible. This would include using the first five feet of bleachers as a "safety zone" to allow for more usable space on the floor.
- Seating at least 12 rows high.
- Adequate color guard warm-up facilities for body and equipment.
- Adequate Percussion warm up areas (band room, choral room without risers) so sound does not carry to competition area.
- Room for staging equipment and props.
- Separate, private Judges' room.
- Concession stand or snack bar available during contest times.
- Expo/booster sales space.
- Adequate parking facilities for competing groups and spectators.
- Secure tabulation area with Internet access.

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- Four-outlet electrical boxes (two for percussion or one for color guard) or electrical strips to be placed at front and back centerline in the competition area. These must have a minimum of 25 feet of cord in order to be used in the entire performance area.
- Doors with center bar removal or double doors for easy access and/or exit of equipment and carts (Six feet in width).
- For color guard, sound decibel levels for each performance venue will be measured from the area designated for the General Effect judges.

## SECTION 5: CIRCUIT CHAMPIONSHIP PROCEDURES

- A. The Circuit will sponsor annual Championships. TCGC may choose to hire outside help for the event. The Executive Board will negotiate compensation.
- B. The site of the Circuit Championships will be held at the facility that provides the best accommodations, location, contest flow, and participant/spectator access. The Executive Board will determine an appropriate location and negotiate the necessary agreements.
- C. The order of appearance in championships will be determined by the average of a unit's two highest scores.
  - a. For both Color Guard and Percussion, the two highest scores from any TCGC or WGI contest will count towards seeding for championships.
  - b. If a unit receives multiple scores on a given weekend, only the highest score from that weekend will be used in the calculation method.
  - c. Only scores earned on the sheet that the unit will be adjudicated on at championships will be used in calculating this average.
  - d. Units will perform in reverse order of this average.
  - e. Averages will be posted no later than five days before championships for the directors to view.
  - f. In the event that two units end the season with the same average, the tie will be broken by considering the unit with the single highest score for the season to have the higher total average.
  - g. Units will perform in reverse order if not in rounds. If rounds are used, units will be placed using the snake/grouping/randomization method.
  - h. If a unit is promoted and only performs once in their new classification, the score from that one performance will be used to determine championship seeding.
- D. The Circuit Champion in each classification will receive a flag, trophy and medals. The silver and bronze medalists will be recognized with a trophy and may be recognized with medals, per the Executive Board, as determined by the financial status of the Circuit.

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- E. If Finals is not offered, Divisions WILL be offered at color guard Circuit Championships if any classification has more than 15 competing units attending.
- F. The admission fees for Circuit Championships will be set by the Executive Board.
- G. The Texas Color Guard Circuit will have the rights to the TCGC t -shirts and patches.
- H. The Circuit will pay 100% of the cost for all Circuit Championship trophies and awards. Specific board members will be assigned specific jobs for the Awards Ceremony.
- I. The Randy Julia Service Award may be presented to one or more recipients during the awards ceremony. This award is voted on by the Executive Board and is in recognition of outstanding dedication and service to the color guard activity and the Texas Color Guard Circuit.
- J. Critique will be held during Championships weekend for those units attending WGI.

## SECTION 6: SCHOLARSHIPS

- A. The Bill Bradley memorial Scholarships may be awarded annually to any number of students at the Circuit Championships, in an amount determined by the financial status of the Circuit.
- B. TCGC Scholarship criteria will be used, and the TCGC Scholarship application will be used. Directors will receive one application per unit and will be given information on this in January.
- C. The Scholarship committee will consist of five people appointed by the Scholarship committee chairman.

## Section 7. Policy and Procedure Document

- A. The Executive Board will maintain and keep current the Policy and Procedure Document (P&P).
- B. Only “clerical” issues can be adjusted in the P&P without a vote. This includes proposals that were passed but not included in revision, grammatical errors, or formatting errors.
- C. Any adjustments will be reported at the end of the document each year.
- D. The P&P can be changed through the Proposal Process.
  - a. Any member in good standing can submit a proposal.
  - b. A proposal must be co-sponsored by any one (1) member.
  - c. Proposals will be presented and voted at the Spring Meeting unless tabled.

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## Revisions

1-18-2016 (J.Martinez)

~~- The Texas Color Guard Judges Association Advisory Committee will consist of: the Vice President of Adjudication, the Color Guard Judges Coordinator, the Percussion Judges Coordinator, a Director of Education, and a Chief Judge. The committee will report to the TCGC Executive Board.~~

\* The Judges Advisory board will consist of the Chief Judge, Judges Coordinators and the VP of Adjudication. These positions will serve a two year term and will be appointed by the Executive Board. If the position becomes vacant, the VP of Adjudication will make a recommendation and seek the approval of the Executive Board, whose decision is final.

~~-All support staff will be paid a daily rate of \$250. This includes, but is not limited to, Announcer/Sound Operator and Tabulators.~~

\* All support staff will be paid a daily rate decided by the Executive Board and Circuit Administrator. This includes, but is not limited to, Announcer/Sound Operator, Tabulators and Merchandise.

\* The Percussion Task force will discuss and make a recommendation to the Circuit administrator in regard to the alternating East/ West - AM/ PM Percussion Schedule.

~~- JV - Units may register for national level WGI events during the competitive season as a means to explore.~~

~~- A - Units registered for national level WGI events during the competitive season are not eligible to participate in this class.~~

~~- SCHOLASTIC NATIONAL A~~

~~- Scholastic Cadet Concert Class. This class is for Middle school or Junior High Students only. This class will be judged using the AA class criteria of “ Beginning” Skills.~~

~~- A list will be made available of which shows will offer critique prior to the show’s sign up.~~

~~- For all shows, the Circuit will provide: All Judges sheets for the show; all Judges digital voice recorders as well as media and devices to copy and record comments; tape for marking stands; all mailings, information, maps and sound system; Trophies for all scholastic units at regular season shows and championships. Medals will be provided to both scholastic and independent units at Circuit Championships.~~

\* For all shows, the Circuit will provide: All Judges sheets for the show; all judges digital voice recorders as well as media and devices to copy and record comments; tape for marking stands; all mailings, information, maps and sound system; Trophies for all scholastic and independent units at regular season shows and championships. Medals will be provided to both scholastic and independent units at Circuit Championships.

~~- Each TCGC unit will be issued two director badges and one driver badge at the beginning of the competition season. This badge will be used for identification purposes at all TCGC events and will~~



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allow the directors and driver entry into all TCGC competitions free of charge. (This badge is not valid at WGI events)

\* Each TCGC unit will be issued two director badges and one driver badge at the beginning of the competition season. This badge will be used for identification purposes at all TCGC events and will allow the directors and driver entry into all TCGC competitions free of charge. (This badge is not valid at WGI events). A director may purchase one additional director badge to be bought at the time fees are paid for an amount set by the Executive Board.

\* The circuit sound system will not utilize speed adjustment at any contest. Any speed adjustments should be done by the units during music editing, prior to sound-check and performance.

~~- Any unit which has held Circuit membership for one full year may apply to host a contest. Applications are submitted to the Executive Board prior to the fall meeting. Show sites will be discussed by the general membership and Executive Board and voted on by membership present at the fall meeting. All contest host applicants must have a representative present at the fall meeting to be awarded a show.~~

\* Any unit that has held Circuit membership for one full year may apply to host a contest. Applications are submitted to the Executive Board prior to the fall meeting. Show sites will be visited, approved, discussed, and decided by the Contest Staff and Circuit Administrator. All contest host applicants must have a representative present at the fall meeting to be awarded a show.

~~- The order of appearance in championships will be determined by the average of a unit's two highest scores. For Color Guard only the two highest scores from TCGC will count towards seeding for championships. Percussion scores from WGI contests will be used towards seeding for championships. If a unit receives multiple scores on a given weekend, only the highest score from that weekend will be used in the calculation method. Only scores earned on the sheet that the unit will be adjudicated on at championships will be used in calculating this average. Units will perform in reverse order of this average. Averages will be posted no later than five days before championships for the directors to view. In the event that two units end the season with the same average, the tie will be broken by considering the unit with the single highest score for the season to have the higher total average. Units will perform in reverse order if not in rounds. If rounds are used, units will be placed using the snake/grouping/randomization method.~~

\* The order of appearance in championships will be determined by the average of a unit's two highest scores.

- a. For both Color Guard and Percussion, the two highest scores from any TCGC or WGI contest will count towards seeding for championships.
- b. If a unit receives multiple scores on a given weekend, only the highest score from that weekend will be used in the calculation method.
- c. Only scores earned on the sheet that the unit will be adjudicated on at championships will be used in calculating this average.
- d. Units will perform in reverse order of this average.
- e. Averages will be posted no later than five days before championships for the directors to view.
- f. In the event that two units end the season with the same average, the tie will be broken by considering the unit with the single highest score for the season to have the higher total average.

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- g. Units will perform in reverse order if not in rounds. If rounds are used, units will be placed using the snake/grouping/randomization method.

- ~~No critique is held during Championship weekend.~~

\* Critique will be held during Championships weekend for those units attending WGI.

Revisions 3-3-2016 J.Martinez

All color guard and percussion units must compete at a minimum of two contests in order to qualify to compete at the Circuit Championships. The evaluation of a field day performance does not count as one of these shows. Scores earned by attending any certified WGI regional will count as one performance score ~~for percussion units only~~

\* All color guard and percussion units must compete at a minimum of two contests in order to qualify to compete at the Circuit Championships. The evaluation of a field day performance does not count as one of these shows. Scores earned by attending any certified WGI regional will count as one performance score.

\*Added the pull-out fee structure

\*Added the timing for penalties

Revisions 8-8-2016 J.Martinez

## ~~SECTION 7: COMPETITION STRUCTURE~~

~~B. As the TCGC also follows all WGI policies, the following requirements must be met in order to certify color guards and/or percussion ensembles with members from different schools within a district:~~

Proposed Change:

B. As per the WGI competition structure policies, the following requirements must be met in order to certify color guards and/or percussion ensembles with members from different schools within a district:

## ~~SECTION 7: COMPETITION STRUCTURE~~

~~g. For all shows, the Circuit will provide: All Judges sheets for the show; all judges digital voice recorders as well as media and devices to copy and record comments; tape for marking stands; all mailings, information, maps and sound system; Trophies for all scholastic and independent units at regular season shows and championships. Medals will be provided to both scholastic and independent units at Circuit Championships.~~

\*g. For all shows, the Circuit will provide: All Judges sheets for the show; all judges digital voice recorders as well as media and devices to copy and record comments; tape for marking stands; all mailings, information, maps and sound system; Trophies for all scholastic and independent units at regular season shows and championships; and a floor of a minimum of 60' x 90". Medals will be provided to both scholastic and independent units at Circuit Championships.

## ~~SECTION 7: COMPETITION STRUCTURE~~

~~M. Each TCGC unit will be issued two director badges and one driver badge at the beginning of the competition season. This badge will be used for identification purposes at all TCGC events and will~~

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~~allow the directors and driver entry into all TCGC competitions free of charge. (This badge is not valid at WGI events). A director may purchase one additional director badge to be bought at the time fees are paid for an amount set by the Executive Board.~~

\*M. A director may purchase additional director badges to be bought at the time fees are paid for an amount set by the Executive Board. The total number of director badges issued to the unit should be equivalent to the total number of director wristbands received for circuit championships.

\*h. If a unit is promoted and only performs once in their new classification, the score from that one performance will be used to determine championship seeding.

~~E. Division may be offered for Circuit Championships as per the board's discretion~~

\*If Finals is not offered, Divisions WILL be offered at color guard Circuit Championships if any classification has more than 15 competing units attending.

## SECTION 7: COMPETITION STRUCTURE

E. Performance order at regular season shows for all units will be: By postmark date of unit's membership application fee for the first two required shows. For units in the same classification that have the same postmark date, order will be determined by random draw. ~~All guard classes with 10 or more entries will be split into rounds. For all remaining shows, units will perform in random draw order.~~ Classifications using rounds will use a seeding process to facilitate an equity in each round and then randomized **using the averages from two weeks prior**. The draw for performance order will be done by January 1st. Draws will be done electronically. Unit reclassification due to promotion will be considered a lateral slide into the next class i.e. if a unit's draw is fifth, they will maintain their relative draw position in the new class.

\*All guard classes with 13 or more entries will be split into rounds with a maximum of 12 units per round.

~~The Color Guard Task Force will convene at the conclusion of the TCGC season to determine if any units are ready to join the next highest classification. Each promoted unit will receive written notification by the opening of registration for the following season.~~

\*The review committee will convene at the conclusion of the TCGC season to determine if any units are ready for promotion to the next class. In addition, the review committee will automatically promote any unit medaling for three consecutive seasons. Each promoted unit will receive written notification by the the spring meeting before opening of registration for the following season. **If championships is held in rounds, the top three scores, regardless of rounds, will be used. This post-season promotion process does not apply to a promotion from Open to World classification.**

## SECTION 6: RECLASSIFICATION; COLOR GUARDS

~~7. The deadline for all reclassifications is the first contest weekend in March.~~

Proposed Change:

7. The deadline for all TCGC reclassifications is the first contest weekend in March.

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\*Add Scholastic National A Class. Scholastic National A class shall have the same descriptors as Scholastic A class, but add the following:

This class is for units who compete at the national level, elect to compete against more advanced guards on the A sheet. Units who reach semifinals or finals on the A class sheet at a WGI event in the current year must compete in this class or higher.

## Proposed Change:

### \*Scholastic A Class

- a. All Members attend the same school or feeder school.
- b. This class will be judged using the WGI "A Class" criteria and will be encouraged to maximize the achievement of this criterion.
- c. This class is for a moderately competitive scholastic unit, which is not ready for the demands of Scholastic National A, Open or World Class.
- d. Members and staff of these units have a moderate understanding of the basic principles of performance and design.
- e. These units also occasionally may explore more intermediate concepts that encourage performers and designers to broaden their skills.
- f. There is moderate rehearsal opportunity and funding to develop this level of competitive program.
- g. This class may compete at WGI events, however achieving semi-finals or finals will be an automatic promotion to the Scholastic National A class.

## ~~SECTION 6: RECLASSIFICATION; COLOR GUARDS~~

~~b. At least 3 judges at the contest indicate on their tabulation sheet that a unit should be reviewed as competing out of class.~~

\*b. The task force will set a score range at the beginning of each competitive week. The task force will then share the score range with the general membership. Those units who fall outside of the range (above or below) will be sent to the review committee to be reviewed as competing out of class.

\*Competing independent and scholastic color guard world class units will not receive placements or announced scores at any local TCGC shows, not including circuit championships, in which they will be randomly seeded. In lieu of that, world class unit directors/staff will be given time with the adjudicators from that contest, to promote the adjudicator education at the local level.

~~If 2 out of 3 judges at a contest recommends such then the unit is promoted with the opportunity to appeal.~~

~~If 3 out of 3 judges at a contest recommends such then the unit is promoted without the opportunity to appeal.~~

\*If at least 2 judges recommend such, then the unit is promoted with the opportunity to appeal.

\*A unit may be recommended for promotion up to and including their last show before championships.

\*Units who are promoted and do not perform in their new classification before championships will be seeded in the middle of their new classification.

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~~While the competition area will be increased whenever possible, all percussion ensembles must be prepared to perform within a minimum sixty by ninety foot (60' x 90') competition area.~~

\*TCGC will expand the "Competition Area" whenever possible. This would include using the first five feet of bleachers as a "safety zone" to allow for more usable space on the floor.

Revision 1-27-17 J. Martinez

\*added Section 7.U. Percussion Performance space

Revision 8-11-17 J. Martinez

~~D. The positions of Director of Education and Chief Judge will be identified by the VP of Adjudication and approved by the TCGC membership at the Spring Meeting. This person will serve a two-year term. If the position becomes vacant, the VP of Adjudication will make a recommendation and seek the approval of the Executive Board, whose decision is final.~~

\*D. The positions of Director of Education and Chief Judge will be identified by the VP adjudication and approved by the local TCGC judges, that pay annual dues, and make the judges association. Once candidates have been selected, the named persons will be approved by the Executive Board. These persons will serve a two year term and will be reviewed annually by the Executive Board with input from the Task Force. If the positions become vacant, the VP of Adjudication will make a recommendation and seek the approval of the Executive Board, whose decision is final.

~~E. Performance order at regular season shows for all units will be: By postmark date of unit's membership application fee for the first two required shows~~

\*Performance order at regular season shows for all units will be: By postmark date of unit's membership application fee through the weekend of compete-by.

\*Tentative schedules for regular season contests will be released 2 weeks prior to each event.

- With the exception of the postmark requirement for early season contests, all shows will be scheduled the same way as before.
- If we have pull-outs within the 2 week window, we will make small adjustments to the schedule, however we will not re-randomize or re-seed rounds.
- For example,
  - Order in a round might be, Guard A, Guard B, Guard C, Guard D
  - Guard B pulls out day before contest
  - Order becomes Guard A, Guard C, Guard D
  - No changes to the rounds are made
- Schedules will be finalized by Wednesday the week of the contest.